

Montana Shared Catalog  
Executive Committee Retreat  
July 9, 2010 in Virginia City

The meeting came to order at 10:22 am. In attendance: Kim Crowley, Ken Adams, Bob Cooper, Bridgett Johnson, Mary Fouts, Roberta Gephardt, Joanne Erdall, Ann Rutherford, Cherie Heser, Becky Mosbacher, Donna Worth and Honore Bray.

**1. Catalog Committee Document:**

Discussion followed on changes to the document and choosing a name for this committee. Document attached. This committee will deal with cataloging, patron interface and circulation. Three choices for names: Quality Assurance Committee, Technical Operations Committee or Online Quality Committee.

**2. Charge to Marketing Committee:**

Ask the group to see to a logo design and outlined a charge for this committee. Rutherford made a motion to earmark \$5000 from the MSC reserve fund Fiscal Year 2010/11 to support the marketing plan. Gephardt seconded the motion with all present voting in favor. We will need to see a marketing plan before any funds are released.

**3. Rehire of temp employees:**

Ask the membership at the fall meeting to vote on making temp position a permanent position. Temp hire must be re-advertised to extend more than one year. Temp hire currently ends April 12<sup>th</sup>. Pay temp (or new hire) out of FY11 funds until July 1, 2011; add a new position beginning July 1st. Advice is to go permanent right at April 12<sup>th</sup>.

**4. October Meeting in Great Falls:**

Date is October 7<sup>th</sup> and 8<sup>th</sup>. Meetings on Thursday will be: Partners, Exec. Committee, and two training sessions (one at 10-12 and the other at 1-3) and Birds of a Feather Meetings at 6:00 pm. Membership meeting will be on Friday with OCLC presenting in the afternoon. Kathy Mora is handling the venues. Decision was made to use the University Theatre at a cost of \$200.

**5. Location codes and item types:**

Tasks to complete:

- Circ map of each library—August 1st
- Create spreadsheet that shows who has not complied to Circ Rules—August 1st
- Delete all unused home locations and item types from the master list—August 1st
- Roberta will talk to Sue Sillick about best way to formalize process of adding home locations and item types; authority to exec committee

The next meeting will be by teleconference in August. Crowley will send out a meet-0-matic notice to decide.

There being no further business the meeting adjourned at 2:45.